

# COUNTY OF GLENN



## Community Action Program Specialist III

### **Promotional for current Glenn County Employees**

**Deadline to Apply: Monday, January 29, 2024**

**COMPENSATION:** \$25.03-\$30.43 Hourly

Salary depends on experience and qualifications.

Glenn County employees are offered an excellent **benefits package**.

#### **Applications must include :**

- |                                       |                |
|---------------------------------------|----------------|
| - Glenn County Employment Application | - Resume       |
| - Transcripts and/or Certificates     | - Cover Letter |

**Interview Date: February 15, 2024**

This is the advanced journey level class within the Community Action Program Specialist series. Employees within this class possess a significant level of specialized, technical or functional expertise beyond that expected at the journey level. This position is scheduled for forty (40) hours per week.

### **THE IDEAL CANDIDATE**

The ideal candidate will have knowledge of principles and techniques of leadership, supervision, training, and staff development.

### **JOB DUTIES**

- Assists in community service program development and implementation; collaborates with other supervisors, management, and staff in setting goals, establishing guidelines, developing protocols, and coordinating programs and staff duties.
- Trains and serves as lead worker to subordinate staff; supervises volunteers and interns.
- Plans, assigns, and reviews the work of employees performing journey level case management.
- Conducts client orientations; explains regulations, rules, and policies to clients and apprises them of their rights and responsibilities for program participation.
- Develops client service plans and provides complex case management services.

Refer to the **job description** for a full list of duties.

**About Glenn County:** Glenn County has a population of 29,132 and is located mid-way between Sacramento and Redding in Northern California. Glenn County is primarily an agricultural community with mountains on the west, the Sacramento River bounding the east side and the Interstate 5 corridor taking you through the rich farm land of the County. With over 1,188 farms, agriculture remains the primary source of Glenn County's economy. Major commodities include rice, almonds, milk products, prunes, bees and livestock.

## **MINIMUM QUALIFICATIONS**

### **EXPERIENCE:**

Two (2) years experience performing duties comparable to those of the Community Action Program Specialist II, or five (5) years experience providing social services, public assistance, counseling, or case management.

### **EDUCATION:**

High School Diploma or GED equivalent. Associate's degree from an accredited college or university in social/behavioral science or other related field is preferred.

### **LICENSE OR CERTIFICATIONS:**

Possession of , or ability to obtain, a valid California driver's license. Bilingual services are highly desired.

## **IMPORTANT APPLICATION INFORMATION**

To apply for this job opportunity, submit a completed County of Glenn employment application packet online at [calopps.org](http://calopps.org) or to the Personnel Department: 525 W. Sycamore Street, Willows, CA 95988 by 5:00 P.M., Monday January 29, 2024.

This recruitment may be used to establish a list to fill future vacancies for the next twelve (12) months.

### **THE SELECTION PROCESS:**

Candidates must submit a completed job application packet. Application packets will be screened and candidates considered best qualified will move forward to a competitive examination process, which may include a written exam, practical skills exam, an oral interview, fingerprinting/background check or medical examination process if applicable. Eligible lists are used for Full-Time (40 hrs./wk. with benefits), Part-Time (20-39 hrs./wk. with benefits), and Extra Help Employee (EXE) temporary (limited benefits).

## **COUNTY OF GLENN JOB OPPORTUNITIES**



The County of Glenn is an Equal Opportunity Employer. Qualified individuals with disabilities who need a reasonable accommodation during the application or selection process should contact the Personnel Department.

The above information is general in nature and does not constitute an expressed or implied contract. The County of Glenn has the right to rescind this recruitment at any time.